

1 September 2003

Training

LEVEL ONE TRAINING

Per Wing Policy, new senior members must complete Level I training within six months of joining Civil Air Patrol. This instruction prescribes on how Level I will be completed, along with additional requirements for members of WI153.

1. The Course Director for Level I Orientation course and the Cadet Protection Policy Training (CPPT) will establish a schedule for new members to attend the required training.
2. It is known that new members are often highly motivated, and often wish to receive this training as soon as possible. Every accommodation should be made to the new members, however the Course Director will have final say on the scheduling of the training.
3. The training should not be completed prior to the member being listed on the Monthly Membership Listing (MML), which is provided from National Headquarters. This listing can be viewed as current by using the CAPWATCH download, or under E-Services at the National Headquarters website (www.capnhq.gov).
4. Training should be conducted following the guidelines contained in CAPR 50-17 Ch. 3. The following additions should be made to those guidelines:
 - a. Explanation of the difference of training areas (ES, Specialty Training, Staff Duties).
 - b. Introduction to the different Specialty Tracks, and explanation of each.
 - c. Identifying the member's strengths and interests as pertains to unit duties.
5. This training must be completed and listed on the MML, or on the website, before the member may participate in additional training. If the member requests to be trained in another subject, that course director should verify that the member has completed the Level I training prior to giving such training.
6. The intent of this operating instruction is three-fold:
 - a. To keep the members at a constant learning pace, and not to give too much too soon. Experience has shown that if too much information is given in too short a period, retention of the information can be lost.
 - b. Course directors are volunteers as well, and their time is just as valuable as the new members.
 - c. By making sure that a member is listed on the MML, and that their training is listed prior to additional training taking place, keeps any training from getting lost. By moving too quick, it is possible for the Level I to reach National Headquarters before the member is even listed on the MML, which would require resubmission after the individual actually becomes a member.

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